

## Examples of Candidate Malpractice

CIPS investigates all cases of suspected malpractice. Below are some scenarios where candidates may not deliberately cheat, but their actions cause them to be caught in compromising circumstances which can have significant consequences.

### Scenario 1a

Whilst sitting an exam, you feel your mobile phone vibrating in your pocket. You take the phone out and there is a text message from your friend, you quickly read it to check what time you are meeting up after the exam, but you realise that the invigilator is approaching you from across the room. The invigilator tells you that he suspects you of malpractice, you explain what happened, but he informs you that the incident must be reported to CIPS.

### Outcome

There is an investigation by CIPS. You are given the opportunity to explain what happened, but the rules stipulate that phones are banned during exams. CIPS cannot be sure that the phone did not have revision material stored on it or was web enabled.

### Sanctions

You could receive a ban from taking CIPS assessments for up to three years, as well as receiving no marks for exams sat that series.

### Summary

Mobile phones are banned from exam rooms. However, if you take your phone in to the room in error, please leave it turned off in your bag at the front of the room or hand it to the invigilator.

### Scenario 1b

Whilst sitting a remotely invigilated exam, you hear a message arrive on your mobile phone (being used for invigilation purposes). You access your phone and read the message; you send a quick response as the message was from your line manager, but you realise that the invigilator is trying to get your attention. The invigilator tells you that he suspects you of malpractice, you explain what happened, but he informs you that the incident must be reported to CIPS.

### Outcome

There is an investigation by CIPS. You are given the opportunity to explain what happened, but the rules stipulate that phones cannot be accessed during exams. CIPS cannot be sure that the phone did not have revision material stored on it that you could have looked at when accessing your phone.

### Sanctions

You could receive a ban from taking CIPS assessments for up to three years, as well as receiving no marks for exams sat that series.

## Summary

Mobile phones cannot be accessed during a remote invigilation exam (other than for the purposes of invigilation). However, if you think there could be an emergency protect yourself by requesting permission from the invigilator and they will be able to confirm whether that permission can be granted or not.

## Scenario 2

You are nervous about the exam. You anxiously find your seat and quickly take your revision notes out of your pocket to have a final look through. The invigilator announces that the exam is about to start and that you are not allowed any paper on your desk; you put the notes in your pocket thinking it will be fine, no one will notice.

The exam begins and you lower your head over the question paper, you are concentrating on the first question when you realise that the invigilator is watching you. You glance down and see that your notes have fallen out of your pocket and are on the floor by your chair. The invigilator will now have to initiate an investigation with CIPS.

## Outcome

You explain that the notes were for revision purposes, but CIPS cannot tell if the notes were taken into the exam deliberately and that you intended to cheat.

## Sanctions

If are found guilty of cheating, you could receive a ban from taking CIPS assessments for up to three years as well as receiving no marks for all exams sat that series.

## Summary

The rules state that bags must be left at the front of the room; all notes should be left inside the bags or not brought into the exam room. Candidates need to ensure that they do not have notes on the desk, under the desk or in a pocket, where they could fall out.

If you are unsure, always ask the invigilator. Protect yourself by not having any material other than that given to you by the invigilator near your desk or on your person.

## Scenario 3

You are sitting a remotely invigilated exam from home. The invigilator has completed all of the pre exam checks and you are now under exam conditions waiting for the exam to start. You hear your doorbell ring and you leave the view of the camera to answer it, therefore invalidating the checks already completed by the invigilator.

## Outcome

On your return you explain that you were expecting a parcel so went to open the door as the exam had not started yet but as the requirements state you must stay in camera view while in exam conditions, the invigilator cannot be sure that you have not accessed assessment material while out of view.

## Sanctions

If are found guilty of cheating, you could receive a ban from taking CIPS assessments for up to three years as well as receiving no marks for all exams sat that series.

## **Summary**

The rules state that you must not leave the camera view once the pre exam checks have been started. Candidates need to ensure that they do not leave the camera view for any reason.

If you are unsure, always ask the invigilator. Protect yourself by requesting permission from the invigilator and they will be able to confirm whether that permission can be granted or not.

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